

Tenant to retain this page

This tenancy application cannot be processed until **ALL** pages are completed and signed.

Office Hours

We are open Monday – Friday 9am – 5.30pm & Saturday 9am – 12pm (excluding public holidays)

Supporting Documentation

- ✓ Current home owner – we will need a copy of your current rates notice
- ✓ Proof of income – must be provided with all rental application
- ✓ Self employed - must provide bank statements, last year's tax return and business registration certificate.
- ✓ Copy of full rent ledger/history from previous landlord/agent
- ✓ Non-Australian Resident - Passport, Australian Visa documentation, travel itinerary, airline ticketing both to and from Australia.

Credit Check

It is our policy to ask all our prospective tenants to obtain a personal credit check.

These cannot be more than 1 month old

All tenancy applications must be accompanied by both a Veda Credit Report File as well as a credit check from Tasmanian Collection Services.

Tasmanian Collection Service

This credit check can be obtained from Tasmanian Collection Service at 27 Brisbane Street, Launceston (opposite the City Park). You should take with you some identification and approximately \$18.00 for a local check or more for an interstate check.

Veda Credit Report

You can obtain a copy of your Veda Credit Report File, by doing one of the following:

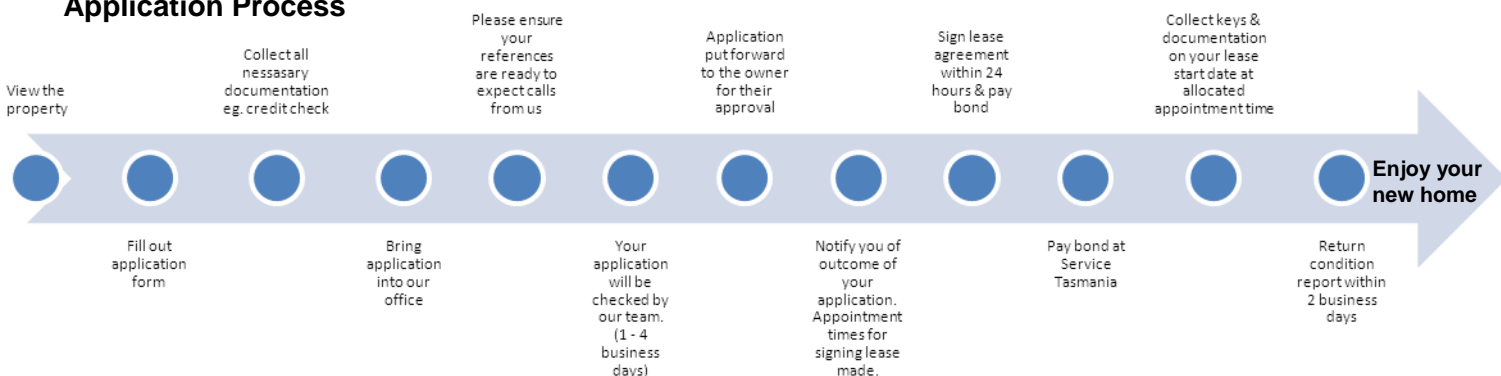
1 - Write to Veda, PO Box 964, North Sydney 2059. A copy will be provided free of charge, but will take up to 10 days.

2 - Phone Veda on 1300 921 621 or visit their website www.mycreditfile.com.au to obtain a report within 24 hours. A charge of approximately \$36.95 will apply

Criminal History Check

It is our policy to ask all our prospective tenants to obtain a personal criminal history report. All persons are entitled to a free Tasmanian Police History Record Check every 12 months. A second or subsequent check within that period is charged at \$20.00, a Police History Record Check Form can be obtained from your local Police Station, Service Tasmania shop or downloaded from www.police.tas.gov.au

Application Process



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Utilities Connection

We provide a free service called Direct Connect for the connection of tenants utilities. Please see details on the last page of this application. If you do not wish to use this service then you are responsible for ensuring your electricity, phone etc. are connected.

Signing of your Tenancy Agreement

If approved, we will require you to sign your lease within 24 hours of being notified of your successful application and pay the bond. An appointment will be set up for this, as well as an appointment to collect your keys. If you miss either appointment another will need to be re-scheduled, to ensure your property manager or their assistant are available to go through your documentation thoroughly. We cannot “drop & run” if you walk in. Keeping to your appointment time is crucial

Payment of Bond and Rent

If your application is approved we will provide you with a Bond Lodgment Form and require all bond monies to be paid to Service Tasmania. You will be provided with a receipt which must be brought in to Bushby Property Group as proof of payment on your lease start date. Service Tasmania is located in Civic Square and is open 8.15am – 5pm Mon – Fri (business days). Your initial 2 weeks rent can be paid to our office via Eftpos, Credit Card, Cheque or Cash.

Payment of Rent

We accept the following payment methods for your rent payments:

Direct Debit (Free), RentPay \$3.00 per month allows you to use Bpay (\$0.88 per payment for savings accounts or \$0.88 per payment plus 1.32% for credit and debit cards) or Post Bill Pay cash or eftpos (\$1.92 per payment). Centrepay (Free)



These are our only forms of payment

Move in day

Keys can only be collected on your lease start date at your pre-arranged appointment time, once payment of your bond and 2 weeks rent have been received and cleared in our system. If paying by cheque we require 5 working days for cheque to clear. If applicable Anglicare bonds must be approved before collecting keys.

One set of keys to your property will be given to you. You will sign for receipt of these. All these keys plus any additional that you have cut will be required to be returned when you vacate.

You will also receive two copies of your condition report, to be checked against the actual condition of the property and one copy returned to our office within 2 business days of occupation.

You will additionally receive a copy of your lease agreement and photo condition report.

No Smoking

All Bushby Property Group rental properties are strictly no smoking.

STUDENT INFO.

Student:
(FULL TIME/PART TIME)

Course: Sponsor:

Course Coordinator: Faculty:

Faculty Address: Phone:

Length of Course: Student ID Number:

Parent's Name: Parent's Phone No:

Parent's address overseas:

LOANS & EXPENSES:

1. Financier:

Amount: Phone:

2. Financier:

Amount: Phone:

3. Financier:

Amount: Phone:

1. Credit Cards:

Amount: Limit:

2. Credit Cards:

Amount: Limit:

3. Credit Cards:

Amount: Limit:

Other Expenses: Amount:

Other Expenses: Amount:

Other Expenses: Amount:

REFERENCES: (other than family)

You are required to provide 4 references.

1. Name: Relationship:

Address:

Phone: Occupation:

2. Name: Relationship:

Address:

Phone: Occupation:

3. Name: Relationship:

Address:

Phone: Occupation:

4. Name: Relationship:

Address:

Phone: Occupation:

EMERGENCY CONTACT: (include overseas contact)

1. Name: Address:

Phone: Relationship:

2. Name: Address:

Phone: Relationship:

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

100 Points of Identification MUST ACCOMPANY THIS APPLICATION
***NOTE: At least one form of identification must be a photo ID.**

Driver's Licence	40
Passport	40
Birth Certificate	40
Proof of Age or Student ID Card	40
Latest Electricity or Phone Account	30
Medicare Card	20
Previous Tenancy Reference	20
Previous 4 Rent Receipts	20
Motor Vehicle Registration Certificate	10
Latest Bank Statement	10
Concession / Pension Card	10

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for Bushby Property Group to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of Bushby Property Group both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to Bushby Property Group and/or the landlord. Unless you advise Bushby Property Group to the contrary, Bushby Property Group may also disclose such information to The Real Estate Institute of Tasmania Ltd (REIT) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise Bushby Property Group differently. The privacy policy of the REIT can be viewed on its website www.reit.com.au

Bushby Property Group will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the applicant would like to access this information they can do so by contacting Bushby Property Group at the addresses and contact numbers contained in this application or the REIT on (03) 62234769. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, Bushby Property Group may not be able to process the application.

Have you ever been evicted from any rental property? YES NO

Have you ever been refused another rental property? YES NO

Are you in debt to another agent/landlord? YES NO

Is there any reason known to you that would affect your ability to pay rent? YES NO

Was your bond at your last address refunded in full? YES NO

If no what deductions were made? Rent \$ _____ Repairs \$ _____ Cleaning \$ _____

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare: -

1. I have inspected the interior of the property and accept that the property is for rent in its current condition as inspected.
2. I have of my own accord decided that I wish to rent the property.
3. I have been informed, understand and agree what the rental for the property is per week and that this rental amount is within my means.
4. I have been informed, understand and agree that the rental for the said is to be paid on the due day and is to be in advance at all times.
5. I have been informed, understand and agree that should my application be accepted and I am approved as a tenant, I am to sign the tenancy agreement and pay one weeks rent within 24 hours of my approval.
6. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
7. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
8. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

_____ (Applicant Name)

Acknowledge that I have read and understood the contents of this Privacy Collection Notice, Declaration and Disclaimer Authority.

Applicant to sign: _____ Date: _____